

ASSISTANT CITY MANAGER

FLSA Code: E

Job Code: 1170

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work with the City Manager in a variety of assignments relating to the overall operations and programs of the city government; does related work as required. Work is performed under the general supervision of the City Manager. Serves as acting or interim City Manager as required. Supervision is exercised over assigned staff.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking, fingering, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Works in conjunction with the City Manager providing leadership and direction to staff and in the planning, organizing, directing and monitoring, controlling and evaluating city operations.

Monitors and evaluates the city's economic development activities;

Provides direction for planning, organizational issues, problems and special projects;

Develops and administers City policies, procedures, plans, systems and activities;

Monitors the preparation and presentation of the city budget, annual financial report and five-year capital improvement plan;

Develops material for City Council agendas, attends Council sessions, provides information or technical assistance;

Provides oversight for research reports and follow-up as required;

Coordinates multi-department responses to assignments;

---- with General Managers on specialized projects and programs;

Represents the City at various functions such as making speeches at civic and business associations, meeting with influential persons in the community, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues;

Serves on various internal and external committees as required;

Responds to inquiries from the City Council and the public;

Performs liaison activities to local and governmental agencies and organizations;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university supplemented with a Master's degree in public administration, and extensive experience in municipal government administration; comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; demonstrated ability to analyze problems and develop sound recommendations for the solution and prepare working procedures, plan, organize, direct and evaluate the work of staff; demonstrated ability to communicate ideas effectively, both orally and in writing, establish and maintain effective working relationships with city, State and other officials, civic and business leaders, City Council, associates and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.